Paid Leave Accountability

Section: V: Human Resources
Chapter: 24
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It is the policy of The University to ensure that all employee paid leave benefits are verified and accounted for according to University fiscal policy. It is the employees' responsibility to ensure that their paid leave benefit accrual amounts are correct and that any usage of leave is reported to and accounted for their respective department.

For additional information on the procedures for this policy, please refer to the University Pay Plan - Accounting for Paid Leave Procedures.